How to Cancel a Class

Step 1: Follow this trail

Home >> Administration >> Manage Training >> Classroom

Step 2: Type in the course number for the event you need to annotate, then hit search

Classroom

Create and manage classroom courses (including course sections and

Search

Simple Search | Advanced Search
To perform a search, enter keywords in the Search T...field. Select ite
Search link to select criteria to further refine the results.

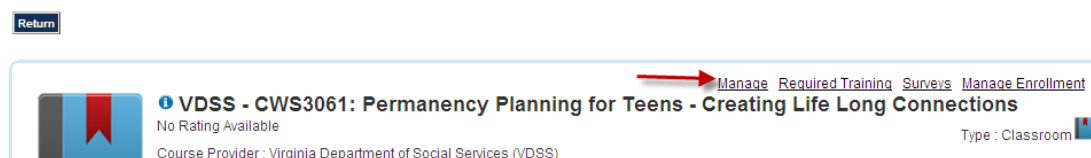| Search Text	CWS3061
Search Type	All words

Search

Step 3: The course will populate, click the underlined title

Records found: 1

		Title	Rating
ℹ ⛔		VDSS - CWS3061: Permanency Planning for Teens - Creating Life Long Connections	None

Target Audience: Foster Care and Adoption workers and those individuals involved in the permanency planning process. Learn how to help teens identify and establish emotional connections and build the family support necessary for navigating the difficult transition into adulthood. Topics Include: Developmental issues and the need for permanency for teens. 2. Impact of the Child Welfare system and barriers to permanency. 3. The concept of resiliency and resiliency led practice to assist youth in care. 4. The key elements of loyalty, loss, self-esteem, behavior management, and self-determination as the foundation of permanency. 5. Ways to involve teens in identifying their own permanency resources. The role of youth-specific recruitment in making permanent connections. 6. Strategies for preparing teens for family living and supporting permanency.

Step 4: Click on Manage

VDSS - CWS3061: Permanency Planning for Teens - Cr...

Return

Manage   Required Training   Surveys   Manage Enrollment

ℹ **VDSS - CWS3061: Permanency Planning for Teens - Creating Life Long Connections**
No Rating Available
Type : Classroom
Course Provider : Virginia Department of Social Services (VDSS)

Step 5: Click check out

VDSS - CWS3061: Permanency Planning for Teens - Cr...

Create and manage classroom courses (including course sections and other events). When managing a course, use the workflow steps to enter information for the course.

Summary	Section	Categories	Image	Cost	Prerequisites	Equivalencies	Certificate	Access Approval	Permissions	Activity

Content Sharing	Check Out

Step 6: Click on Section

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Create and manage classroom courses (including course sections and other events). When managing a course, use the workflow steps to enter information for the course

| Summary | Section | Categories | Image | Cost | Prerequisites | Equivalencies | Certificate | Access Approval | Permissions | Activity |

| Content Sharing | Check In |

Step 7: If you are looking for a class, which has not taken place, select current and hit search. If the dates have past select date range in section status, and then the appropriate start date and end data and hit search.

Manage Sections | **Comments**

Section List | Section Calendar
Use the Page menu to create sections. Use the search area
section events.

Section Status	Current
Start Date	
End Date	
Section Activity	
Section Format	

Search

Step 8: Select the appropriate course, select manage, and click on go

☐ ⓘ   Title: VDSS - CWS3061: Permanency Planning for Teens - Creating Life Long Connections (PRTO) $0.00   Yes   Manage Go
Section Format: In-Person
Code:
Number: 9
Section Date Range: 9/20/2012 - 9/21/2012
Event Date Range: 9/20/2012 9:00 AM - 9/21/2012 4:00 PM
Enrollment Cancellation Deadline:
Waitlist Type: Automatic
Capacity (Min/Max): 0/24
Enrolled/Waitlisted/Pending: 4/0/0

Step 9: Click on events

VDSS - CWS3061: Permanency Planning for Teens - Cr...

Create and manage classroom courses (including course sections and other events). When managing a course, use the workflow steps to enter inf

| Section | Events | Expenses | Image | Cost | Access Approval | Permissions | Activity | Lodging Facility | Meals |

Step 10: Select the appropriate event, select edit event, and click on go.

☐   VDSS - CWS3061: Permanency Planning for Teens -   First Occurrence : 9/20/2012 9:00 AM - 9/21/2012 4:00 PM   Edit Event Go
Creating Life Long Connections (PRTO)   Recurrence Type: Work Days
Recurs Until :
Last Occurrence : 9/20/2012 9:00 AM - 9/21/2012 4:00 PM
Days:
Location : The Knowledge Center Training Room, VDSS
Training Center Piedmont (VTCP) (Roanoke, VA)
Instructors : KAREN WALKER
Pre-Enrollment Comments :
Host Additional Information :
Attendee Additional Information :

Step 11: Go to the event title and replace the title with (Cancellation) after the title and then go to the bottom of the page and hit save.

Section Title VDSS - CWS3061: Permanency Planning for Teens - Creating Life Long Connections (PRTO)
Section Start Date/Time 9/20/2012 9:00 AM
Section End Date/Time 9/21/2012 4:00 PM
Section Dates Manual
Section Format In-Person

* Event Title ə Long Connections (PRTO)

Step 12: Redo Steps 1 through 3

Step 13: Click on management enrollment

VDSS - CWS3061: Permanency Planning for Teens - Cr...

Return

Manage Required Training Surveys Manage Enrollment

① VDSS - CWS3061: Permanency Planning for Teens - Creating Life Long Connections
No Rating Available
Type : Classroom

Step 14: If you are looking for a class, which has not taken place, select current and hit search. If the dates have past select date range in section status, and then the appropriate start date and end data and hit search.

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Batch enroll users, cancel enrollment for users and waitlist users. You may also view information about course se

Manage Enrollment

Enter search criteria using the fields and menus and click Search to find course sections. Use the checkbox and enrollment or waitlist a user.

Section Status Current
Start Date
End Date
Activity
User Search This Domain Only
Disable Email Trigger ○ Yes   ⦿ No

Search

Step 15: Click on the box which corresponds with your course.

☑ ① VDSS - CWS3061: Permanency Planning for Teens - Creating Life Long Connections (PRTO)(9)   9/20/2012 - 9/21/2012   24/4/0

		Last Name	First Name	Enrollment Status	Status Date	Enrollment Method	Amount Paid	Activity
☑	①	DeHart	Tabitha	Enrolled	6/13/2012	Self		Active
☑	①	Fosbre	Leigh	Enrolled	7/5/2012	Self		Active
☑	①	Tolley	Lori	Enrolled	7/2/2012	Self		Active

Step 16: Then click on cancel enrollment/waitlist

Cancel Enrollment/Waitlist   Send Email   Replace With Waitlist User   Replace With Other User